

*Ref Mgmt 1-4-3*  
*Reports*

TITLE OF ASSIGNMENT

ASSIGNED TO

STATUS AND RESULTS

25X1

I. Vital Records

1. Reviewed and approved a revised Vital Records Deposit Schedule for Central Cover Staff, DDP.
2. Reviewed and approved a revised Vital Records Deposit Schedule for Security Records Division, Office of Security.
3. Reviewed and approved a revised Vital Records Schedule for OSI. This schedule includes some items that will be the responsibility of DDS&T/OEL and the DDI Collection and Guidance Staff.

25X1

II. Records Disposition

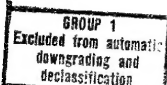
1. Disapproved a revision in the OTR Records Control Schedule proposing that 1 item be made permanent; as result of negotiation with the ARO this was changed to temporary.
1. Approved an edition of item to the Records Control Schedule for the Office of Security.
2. Reviewed and approved a complete revision of Records Control Schedule for OSI. A particular commendation was made to the AD, OSI for the splendid work performed by the ARO in the revision of this schedule.

25X1

III. Forms Management

1. Completed 23 new forms and revised 11 existing forms.
2. Designed a new form for OCI, "Secure Area Admittance Record". This was formerly a bootleg form and printed every 2 months. A 15 month supply has now been made available and this will eliminate the typing and printing of 7 Mats. *(50 per yr.)*
3. Designed 4 Worksheets for ORR for the

**CONFIDENTIAL**



TITLE OF ASSIGNMENT

ASSIGNED TO

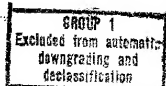
STATUS AND RESULTS

III. Forms Management  
(Continued)

collection of Agriculture data from Communist China. These forms will be used to present and analyze the data; errors in calculation will be reduced and the typing of numerous tabulations will be eliminated.

4. Designed 3 new forms for ADP/Comptroller to schedule Computer work. These replace 3 bootleg forms.
5. Designed 3 Security Officer Check Lists for TSD. This eliminated bootleg versions of these forms which had been used previously 4 years. Converting these to off-set printing and providing a 18 months supply saves \$200.
6. Cancelled requisition from OTR for a new Bin Card Form to be used  and substituted an existing form used by Office of Logistics. This results in a saving of \$150.
7. Reactivated and ordered 2 government Standard Forms for OP which they had made obsolete in error.
8. Arranged for a years supply of forms from State Department and Department of Defense in order to eliminate the frequent ordering of these forms in small quantities.
9. Two Payroll forms for use in Unvouchered Funds were approved and sent to PSD.
1. Redesigned forms 1389 and 1389a. These forms are the key to indexing of Cables for the DDP Walnut System.
2. Made tentative arrangements to begin Forms Management Survey in Medical Staff, 16 September.

CONFIDENTIAL



25X1

TITLE OF ASSIGNMENT

Approved For Release 2005/11/21 : CIA-RDP70-00211R000500090005-1

STATUS AND RESULTSIII. Forms Management  
(Continued)

3. Redesigned a Program Set Up Sheet for ADP Staff. This form will be used to rewrite the various Programs on the Computer.

25X1

IV. Records Management  
Survey (DDS&T)

4. Completed 6 new forms and 5 revised forms.
1. Completed 10 Records Control Schedules. The Executive Officer, Mr. Blake, has requested time to review the schedule for the immediate office of the Deputy Director before signing it.

25X1

V. Filing and Equipment and  
Supplies

1. Arranged for FID/DDP to utilize 120 sections of Shelving from surplus stock-- saving approximately \$1100.
2. Approved a requisition for 5 special folders for OSI.
3. Approved requisition from Communications for special mechanized Card File to store Engineering specifications.
4. Inspected request for secure area in OCR and determined there were no records management implications.
5. Inspected 2 proposed secure areas for DDS&T and determined that there were no Records Management Implications.

25X1

25X1

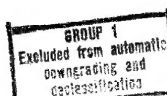
## VI. Correspondence Management

1. Completed Correspondence Handbook and delivered original and 3 copies to EA/DDS on 12 August for forwarding to Regulations Control.

25X1

## VII. Mail Management

1. Work on Handbook delayed temporarily due to vacation and precedent of other business.

**CONFIDENTIAL**

Approved For Release 2005/11/21 : CIA-RDP70-00211R000500090005-1

TITLE OF ASSIGNMENT

ASSIGNED TO

**CONFIDENTIAL**

STATUS AND RESULTS

VIII. Operation of Archives and Records Center

[Redacted]

1. Received 1290 cu. ft. and disposed of by destruction and transfer 1674 cu. ft.; a net loss of 384 cu. ft. This was accomplished primarily by the transfer of a substantial volume of publications to the Joint Publications Research Service.
2. Requests for Reference Services amounted to 71,279 items. Cumulative reference services performed by the Center for Agency offices amounted to over 2 million items since the Records Center was organized.
3. Effective 1 August the Courier Service function was transferred to the Office of Logistics.
1. As result of approval from DDS the Defense Intelligence Agency Records Officer has been furnished with some materials pertinent to our Program.
2. Nine unused 4-drawer Safes have been returned to stock as result of examining Security Check Sheets and having the component records officer determine why certain safes were not being used, currently. Based on current values, this is the equivalent of approximately \$4800 in savings.

IX. Miscellaneous

[Redacted Signature]

Chief, Records Administration Staff

Date

10 Sept 1963

Distribution:

- Orig - [Redacted] (made on 9/10/63)
- 1 - Circulated to RAO personnel (9/10/63)
  - 1 - [Redacted] (Records Center)
  - 1 - RAO File (RecMgt 1-4-3)

25X1

25X1

**CONFIDENTIAL**

GROUP 1  
Excluded from automatic  
downgrading and  
declassification